



## MI'KMAQ NATION JOB DESCRIPTION

**TITLE:** Medical Laboratory Technician

**CLASSIFICATION:** Full-time, Hourly/Non-exempt

**IMMEDIATE SUPERVISOR:** Clinic Director/Primary Care Provider

**NOTE:** The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether the applicant meets the qualifications, sufficient to perform the tasks, and assumes the responsibility for the work described herein. Some aspects of the Position Description may change over time, according to the needs of the Aroostook Band of Micmacs (hereinafter, ABM).

**SUMMARY OF POSITION:** The Medical Laboratory Technician performs laboratory analysis, evaluates laboratory results, and reports results promptly and accurately. Recognizes and solves basic laboratory problems, and assists in the maintenance of laboratory systems in the care and treatment of individuals served by the Micmac Health Department laboratory and clinical services.

**EDUCATION (AND PERTINENT EXPERIENCE):** Associates Degree in clinical laboratory sciences. MLT [ASCP] registered or eligible for registration, or certification as Clinical Laboratory Technician (CLT) through NCA or MLT.

**LICENSES OR CERTIFICATIONS:** Must have a valid driver's license, vehicle, and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Working knowledge of laboratory functions in a clinical setting. Knowledge of Universal Precautions, SDS, generally accepted safety practices, and quality control practices for lab services. Knowledge and proper medical record documentation practices related to laboratory services.

**WORKING CONDITIONS:** Work is performed in an outpatient care setting, Tribal and community buildings, and patient homes. Work requires long periods of regular and recurring standing, walking, bending, and lifting no more than 50 pounds. Items may be placed on overhead storage. There is common exposure to contagious and infectious diseases occasionally. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and training; overnight and out of town, both locally & nationally.

**FUNCTIONS/TASKS/RESPONSIBILITIES:**

1. Oversees the daily functions of the MHD laboratory. Under the supervision of the Clinic Director/Primary Care Provider, ensures the MHD laboratory is compliant with state and federal laws. Duties generally include drawing and collecting specimens for patients preparing the specimens for routine testing or packing them for referral to the reference laboratory, reordering supplies, running QC checks on equipment, recording, and monitoring temperature checks on refrigeration and freezer units, and maintaining security standards.
2. Performs/monitors limited routine tests in hematology, chemistry, urinalysis, and serology. Reporting laboratory test results to the ordering provider on time.
3. Monitors when referral laboratory reports are sent and returned to include labs drawn at hospitals and/or specialty offices. Imports results and performs data entry of outside orders and historical labs.
4. Performs clerical support including making copies, maintaining and organizing filing system for incoming and outgoing labs, end-of-month statistical reports, and other assigned duties by supervisor.
5. Performs routine laboratory testing available, within compliance, and under the supervision of a physician, nurse practitioner, or registered nurse.
6. Assist with daily identification of scheduled patients who are due for preventative and chronic care labs to ensure maximum packing of visit and all needs are addressed.
7. Follow procedures established for universal precautions and sterile techniques.
8. Clean and prepare the lab treatment room daily or more often, as necessary. Alert Clinic Director and/or Health Director to problems and difficulties, as circumstances may warrant.
9. Utilize current computer software programs to identify patient needs.
10. Enters information into electronic health records as appropriate.
11. Performs scheduled maintenance on all instruments.
12. Adheres to all quality control requirements in the laboratory.
13. Maintain an appropriate inventory of laboratory supplies, forms, patient handouts, maintenance logs, and routine equipment.
14. Safely and proficiently operates equipment within the level of expertise, maintaining competencies.
15. Participates in quality improvement processes/projects, both in the laboratory and the health clinic.
16. Provides patient education material and information as directed.
17. Responds in case of an internal or external disaster.
18. Assist with clinic inventory of supplies and vaccines.
19. Performs and records sterilization of instruments utilizing an autoclave.
20. Advance job knowledge and skills through continuing education efforts with the approval of the Clinic Director and Health Director.
21. Attend staff and other meetings, in-services, and other events as directed by the supervisor.
22. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by



ABM/MHD Training Policy, and maintain HIPAA Compliance in performance of position function.

23. Maintain strict adherence to the Privacy Act of 1974.
24. Review and abide by the ABM Personnel Policies and MHD Policies and participates in activities under those established policies.
25. Reports to work, meetings, training, and scheduled appointments on time.
26. All other duties as assigned.
27. Consents to State of Maine Criminal background and Federal Background Checks and have no significant findings.

## EVALUATION

Feedback will be practiced on an ongoing basis and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein, are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, and on Tribal needs, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

**Only individuals who have proof of full COVID-19 vaccination will be considered for hire.**

If you are interested in applying for this position you **must** submit a completed job application; A completed application includes copies of certificates/licenses/degrees stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: OCTOBER 5, 2022**



**Please send the completed Job Application to the following address or email:**

**Cheryl Smart**

**Attn: Human Resource Assistant**

**Mi'kmaq Nation**

**7 Northern Road Presque Isle, Me. 04769**

**[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)**

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**